

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700160006-4

# A GUIDE TO UNDERSTANDING THE U.S. DEPARTMENT OF AGRICULTURE



U.S. Department of Agriculture  
Office of Personnel

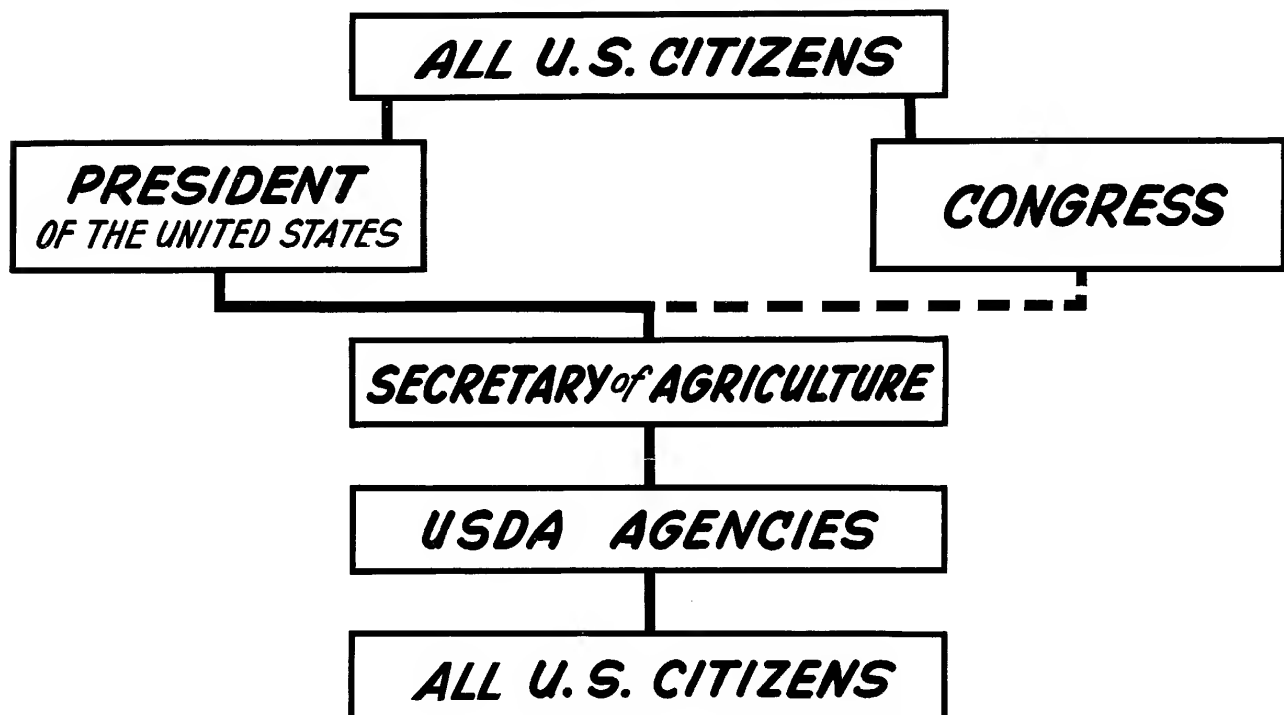
Revised February 1960

Pers. Publication No. \_\_\_\_\_

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700160006-4

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## EMPLOYEES' PLACE IN USDA PROGRAM



# AGRICULTURE'S CENTURY OF PROGRESS

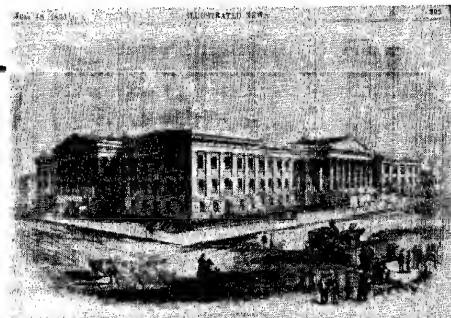
**1839**



*FIRST AGRICULTURE APPROPRIATION*  
●  
*AGRICULTURE DIVISION*  
*ESTABLISHED IN PATENT OFFICE*  
●

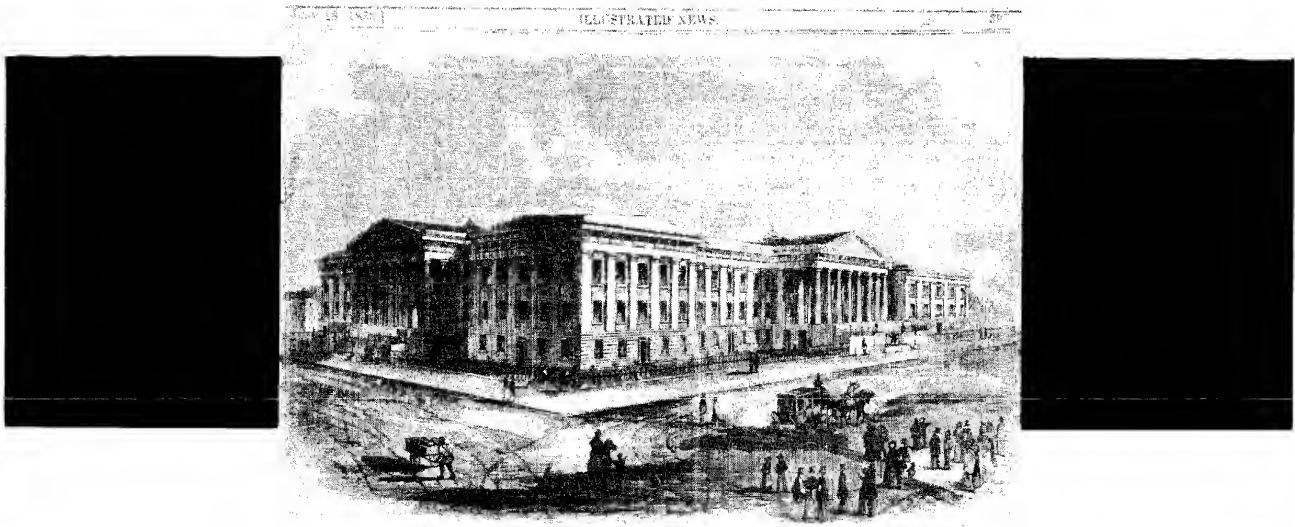
*AGRICULTURE DIVISION* →

*Appropriation \$1,000*



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**1849**  
**PATENT OFFICE PLACED IN NEW INTERIOR DEPARTMENT**



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**PATENT OFFICE → INTERIOR DEPARTMENT - SAME BUILDING**

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MAY 15, 1862, THE U.S.  
DEPARTMENT OF  
AGRICULTURE WAS BORN.

Abraham Lincoln approved  
an Act creating the U.S.  
Department of Agriculture  
"To acquire and diffuse among  
people of the United States  
useful information on subjects  
connected with agriculture...."

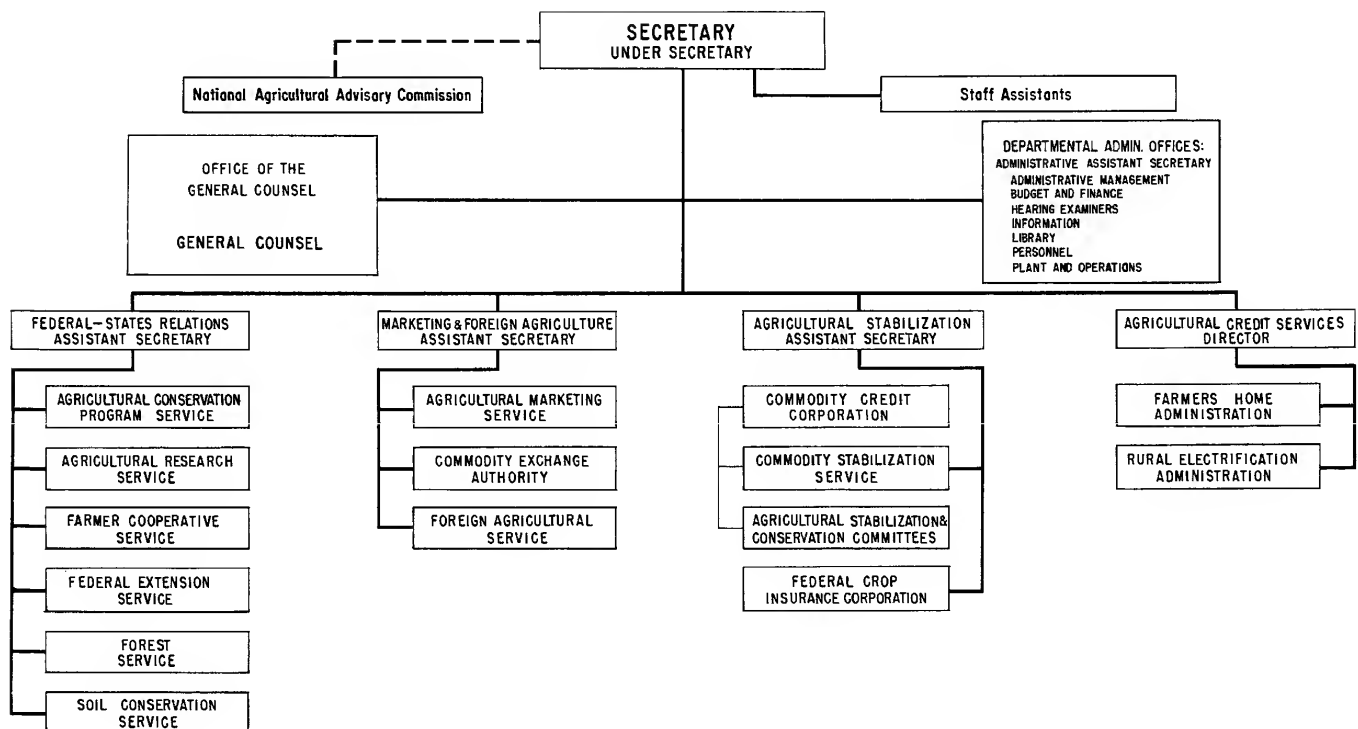
## COMMISSIONERS OF AGRICULTURE

<i>Isaac Newton</i>	_____	<i>1862-1867</i>
<i>John W. Stokes</i>	_____	<i>1867 - 1867</i>
<i>Horace Capron</i>	_____	<i>1867-1871</i>
<i>Frederick Watts</i>	_____	<i>1871-1877</i>
<i>William G. LeDuc</i>	_____	<i>1877-1881</i>
<i>George B. Loring</i>	_____	<i>1881-1885</i>
<i>Norman J. Colman</i>	_____	<i>1885-1889</i>

## SECRETARIES OF AGRICULTURE

<i>Norman J. Colman</i>	_____	1889
<i>Jeremiah McL. Rusk</i>	_____	1889 - 93
<i>J. Sterling Morton</i>	_____	1893 - 97
<i>James Wilson</i>	_____	1897 - 1913
<i>David F. Houston</i>	_____	1913 - 20
<i>Edwin T. Meredith</i>	_____	1920 - 21
<i>Henry C. Wallace</i>	_____	1921 - 24
<i>Howard M. Gore</i>	_____	1924 - 25
<i>William M. Jardine</i>	_____	1925 - 29
<i>Arthur M. Hyde</i>	_____	1929 - 33
<i>Henry A. Wallace</i>	_____	1933 - 40
<i>Claude R. Wickard</i>	_____	1940 - 45
<i>Clinton P. Anderson</i>	_____	1945 - 48
<i>Charles F. Brannan</i>	_____	1948 - 53
<i>Ezra Taft Benson</i>	_____	1953 -

# UNITED STATES DEPARTMENT OF AGRICULTURE





## OFFICE OF THE GENERAL COUNSEL

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*PROVIDES LEGAL ADVICE and SERVICE AS AN AID TO ADMINISTRATION and ENFORCEMENT OF DEPARTMENT PROGRAMS*

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**1.** *Legal opinions*

**2.** *Contracts, titles, conveyances, patents and claims*

**3.** *Administrative rule making and Adjudication*

**4.** *Counsel for Commodity Credit Corporation and Federal Crop Insurance Corporation*

**5.** *Litigation*

# OFFICE OF ADMINISTRATIVE MANAGEMENT

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GIVES POLICY GUIDANCE AND GENERAL DIRECTION TO  
IMPROVE ORGANIZATION, WORK METHODS, AND MANAGEMENT IN USDA

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- |   |   |
|---|---|
| <b>1. Management Improvement</b>                | <b>4. Paperwork Management</b> <ul style="list-style-type: none"><li>—Correspondence</li><li>—Forms</li><li>—Records</li><li>—Reports</li></ul> |
| <b>2. Organization</b>                          |   |
| <b>3. Administrative Issuances</b>              | <b>5. Committee Management</b>  |
| <b>6. Assigned Projects on Special Problems</b> |   |

# OFFICE OF BUDGET AND FINANCE

DIRECTS, COORDINATES, and SUPERVISES the BUDGETARY  
and FINANCIAL AFFAIRS of the DEPARTMENT

1. Budgetary administration
2. Accounting and fiscal
3. Financial reporting
4. Internal Audit
5. Fiscal management
6. Legislative Review  
and Reporting

# OFFICE OF INFORMATION

Develops, Plans, and Executes the Department's Information Policies and Programs.

## 1. CURRENT INFORMATION

PRESS SERVICE  
RADIO  
T.V.  
SPECIAL REPORTS

## 2. PUBLICATIONS

CLEARANCE  
PRINTING  
DISTRIBUTION

## 3. VISUAL INFORMATION

MOTION PICTURE SERVICE  
ART AND GRAPHICS  
PHOTOGRAPHY  
EXHIBITS

# USDA LIBRARY

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1. COLLECTS AND ORGANIZES THE LITERATURE OF AGRICULTURE AND THE RELATED SCIENCES OF THE WORLD.

2. DISSEMINATES THIS KNOWLEDGE THROUGH :

Exchange of USDA Publications with most foreign countries.

Bibliographies and indexes.

Reference service and loans of publications.

Photoprints and microfilms.

# OFFICE OF PERSONNEL

## PLANS AND DIRECTS THE PERSONNEL PROGRAM OF USDA

### I. Provides Leadership in :

- a. Recruitment, Placement, Promotions, Reassignments, Safety, Classification, Training, Pay, Retirement, and Personnel Legislation.
- b. Employee Services -- Incentive Awards, Welfare and Benefits, Insurance, Leave, and Health.

### II. Performs Personnel Operations Relating to:

- a. Review of Agency Personnel Programs.
- b. Personnel Security and Misconduct Matters.
- c. Employee Grievances and Appeals.
- d. Key Personnel Actions.

# OFFICE OF PLANT AND OPERATIONS

DIRECTS, COORDINATES, AND SUPERVISES THE OVER-ALL  
MANAGEMENT OF THE DEPARTMENT'S OPERATING SERVICES:

1. REAL ESTATE AND SPACE MANAGEMENT
2. PROCUREMENT AND PROPERTY MANAGEMENT
3. SERVICE OPERATIONS :
  - COMMUNICATIONS
  - REPRODUCTION
  - SUPPLIES

# AGRICULTURAL CONSERVATION PROGRAM SERVICE

DEVELOPS THE NATIONAL AGRICULTURAL CONSERVATION PROGRAM

WHICH...

HELPS FARMERS AND RANCHERS DO  
NEEDED CONSERVATION WORK,

BY SHARING COSTS OF PRACTICES THAT  
PROTECT AGRICULTURAL LAND AND WATER  
RESOURCES NEEDED IN THE PUBLIC INTEREST.



# **AGRICULTURAL RESEARCH SERVICE**

- COORDINATES DEPARTMENT RESEARCH ACTIVITIES.
- CONDUCTS RESEARCH ON PRODUCTION AND UTILIZATION OF FARM COMMODITIES AND ON HOME ECONOMICS.
- CARRIES OUT A FEDERAL MEAT INSPECTION PROGRAM, AND PROGRAMS TO CONTROL AND ERADICATE PLANT AND ANIMAL DISEASES AND PESTS.
- ADMINISTERS FEDERAL GRANT FUNDS FOR RESEARCH IN STATE EXPERIMENT STATIONS.

# FARMER COOPERATIVE SERVICE

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HELPS FARMERS BUILD AND OPERATE SELF-HELP BUSINESS ORGANIZATIONS THROUGH:

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1. RESEARCH..... TO DETERMINE HOW FARMER COOPERATIVES  
CAN BE ORGANIZED AND OPERATED  
MOST EFFECTIVELY.
2. EDUCATION..... TO FURTHER KNOWLEDGE IN COOPERATIVE  
PRINCIPLES AND PRACTICES.
3. ADVISORY SERVICE.. TO HELP SOLVE SPECIFIC PROBLEMS  
OF COOPERATIVES.

# FEDERAL EXTENSION SERVICE

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Provides Leadership and Coordination of Educational Activities of the Department

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IN COOPERATION WITH

## STATE EXTENSION SERVICES

*Which Work Through :*

1. COUNTY AGENTS
2. HOME DEMONSTRATION AGENTS
3. 4-H CLUB AGENTS

# FOREST SERVICE

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- MANAGES 181 MILLION ACRES OF NATIONAL FORESTS FOR MULTIPLE USE.
- CONDUCTS RESEARCH IN FOREST, RANGE, AND WATERSHED MANAGEMENT AND IN FOREST PRODUCTS UTILIZATION.
- COOPERATES WITH THE STATES AND PRIVATE LAND OWNERS IN THE DEVELOPMENT AND WISE USE OF FOREST LANDS.

# SOIL CONSERVATION SERVICE

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ADMINISTERS PROGRAMS TO CONSERVE SOIL AND WATER RESOURCES

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*Through :*

1. TECHNICAL ASSISTANCE TO FARMERS AND RANCHERS IN SOIL CONSERVATION DISTRICTS.
2. TECHNICAL AND FINANCIAL ASSISTANCE FOR WATERSHED PROTECTION AND FLOOD PREVENTION.
3. THE NATIONAL COOPERATIVE SOIL SURVEY.
4. THE GREAT PLAINS CONSERVATION PROGRAM.
5. SNOW SURVEY AND WATER FORECASTING IN WESTERN STATES.

# AGRICULTURAL MARKETING SERVICES

CONDUCTS RESEARCH, PROVIDES MARKETING SERVICES,  
AND MAKES ECONOMIC AND STATISTICAL ANALYSES.

1. RESEARCH-- to improve marketing of farm products

2. MARKETING SERVICES--

Market News, Grading, and Inspection

Food Distribution Programs-- School Lunch, Special Milk, Plentiful Foods, and  
Direct Distribution

Marketing Orders and Regulatory Acts.

3. ECONOMIC AND STATISTICAL REPORTS

Current Farm Outlook Analyses

Statistics on Farm Production, Supplies, and Prices

# COMMODITY EXCHANGE AUTHORITY

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REGULATES AND SUPERVISES FUTURES TRADING ON COMMODITY EXCHANGES TO:

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1. MAINTAIN FAIR TRADING PRACTICES.
2. CURB PRICE MANIPULATION AND ABUSES.
3. PROTECT CUSTOMERS' FUNDS AGAINST IMPROPER BROKERAGE PRACTICES.
4. ASSURE PRODUCER COOPERATIVES OF MEMBERSHIP PRIVILEGES ON COMMODITY EXCHANGES.

# FOREIGN AGRICULTURAL SERVICE

ADMINISTERS USDA ACTIVITIES RELATING TO FOREIGN  
AGRICULTURAL COMPETITION, PRODUCTION, AND TRADE.

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1. Conducts programs to develop and expand foreign markets for U.S. farm products.
2. Analyzes and reports on foreign agricultural situations and developments.
3. Represents USDA in foreign areas.



# COMMODITY STABILIZATION SERVICE

## ADMINISTERS

1. ACREAGE ALLOTMENTS AND MARKETING QUOTAS, SOIL BANK PROGRAM, PRICE SUPPORTS.
2. MANAGEMENT, SHIPPING, STORAGE, AND DISPOSAL OF SURPLUSES BY DOMESTIC AND FOREIGN SALES, BARTER, TRANSFERS, AND DONATIONS.
3. SUGAR ACT, INTERNATIONAL WHEAT AGREEMENT, DISASTER LIVESTOCK FEED PROGRAMS
4. AGRICULTURAL CIVIL DEFENSE AND DEFENSE MOBILIZATION ACTIVITIES AS ASSIGNED

(CSS PERSONNEL AND FACILITIES ARE UTILIZED IN THE OPERATIONS OF THE COMMODITY CREDIT CORPORATION.)

# FEDERAL CROP INSURANCE CORPORATION

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On experimental basis, PROVIDES INSURANCE PROTECTION of farmers' crop investments against loss due to weather, insects, and plant disease :

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1. DEVELOPS INSURANCE POLICIES
2. ESTABLISHES COVERAGES AND RATES
3. SELLS INSURANCE TO FARMERS
4. DETERMINES PROTECTION AND PREMIUMS
5. ADJUSTS LOSSES
6. PAYS INDEMNITIES

# FARMERS HOME ADMINISTRATION

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PROVIDES CREDIT AND MANAGEMENT AID  
TO ELIGIBLE FAMILY-TYPE FARMERS, ENABLING THEM  
TO ESTABLISH SOUND FARMING ENTERPRISES

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*Through Loans For :*

- FARM AND HOME OPERATIONS
- FARM HOUSING
- FARM OWNERSHIP
- EMERGENCIES
- SOIL AND WATER CONSERVATION

# RURAL ELECTRIFICATION ADMINISTRATION

HELPS RURAL PEOPLE OBTAIN ELECTRIC AND  
TELEPHONE SERVICES BY MAKING LONG-TERM LOANS TO:

1. FARMER-OWNED COOPERATIVES AND  
OTHER POWER SUPPLIERS TO BUILD  
RURAL ELECTRIC SYSTEMS.
2. INDEPENDENT COMPANIES AND  
COOPERATIVES TO EXTEND AND IMPROVE  
RURAL TELEPHONE SERVICE.

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
CONFIDENTIAL	CONFIDENTIAL	SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	for DD/S		6/11
2	General Coun		6/14
3	for DD/S		6/15
4			
5			6/16/60
6	ERIC-FILE		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		XX INFORMATION	SIGNATURE

Remarks:

Larry -  
I thought you  
might like to have  
this.

2-3 Notes of Larry.

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Asst. to the DCT	6/2/60
CONFIDENTIAL	SECRET

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